

Chapter 19.—Pension Payments.

(C. A. C., Articles 342—350A.)

Notes regarding the Identification and Payment of Pensioners	336	Payment of Military Pensioners at Treasuries	342
Regarding Arrear Payments	338	Payment by Civil and Staff Officers... ..	344
Annual Statement of Lapses of Pensions and Cash Allowances and of New Pensions and Cash Allowances	341	Supply of a Blank Form of Pension Bill to Military Pensioners	345

Notes regarding the Identification and Payment of Pensioners.

336. Payment of pensions is made only upon Pension Payment Orders issued by the Accountant General. [C. A. C., Chapter 19, Article 342.] Gratuities are paid only on authority received from the Accountant General. [C. A. C., Chapter 19, Article 349.]

The vouchers must be the receipt of the person legally entitled to the gratuity, not that of the Head of office or department in which he formerly served. On appearance of a pensioner claiming pension, his personal marks should be checked by, and the signature to the receipt compared with, the original Pay order. [C. A. C., Chapter 19, Article 344.]

337. Payment shall be made only to the pensioner in person with the following exceptions:—

(a) To persons specially exempted by the Local Government. [Article 945, C. S. R.]

(b) To persons unable to appear on account of bodily illness or infirmity. [Article 945, C. S. R.]

Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government or other well-known and trustworthy person.

(c) To females unaccustomed to appear in public.

Payment in such cases is made on production of a Life Certificate signed by two or more persons of respectability in the town, village, or pargana, or by two or more responsible officers of Government. [Articles 945, C. S. R., and C. A. C., Chapter 19, Article 345.]

(d) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who before retirement exercised the powers of a Magistrate. [Article 946, C. S. R.]

Note 1.—In these cases the Disbursing Officer must take precautions to prevent imposition, and must, before the first payment in each year, require proof not only of the existence of the pensioner, but also, if the pensioner is a male and has not been exempted from personal appearance by the Local Government, of his inability to attend in person to receive payment. [Article 947, C. S. R.]

Note 2.—When sanction is given for the non-appearance of a male pensioner, a note will be made on the Pension Payment Order of this sanction and of the form in which proof was given at the beginning of the year of the pensioner's continued existence: *e.g.*, "Pensioner visited the Collector on _____," and the initials of the Treasury Officer, or of the officer verifying the fact, should be put against the note. [C. A. C., Chapter 19, Article 342 (1).]

Note 3.—Life-certificates are required in all cases with every pension bill which is not personally presented, with the exception of cases referred to in note 11 below.

Note 4.—A pensioner of rank may be privately identified by the disbursing officer and need not be required to appear at a Public Office. [Article 947 (b) (2), C. S. R.]

Note 5.—A pensioner drawing pension in India is required to append to his bills a certificate as follows:—

"I declare that I have not received any remuneration for serving in any capacity, either in a Government establishment or an establishment paid from a Local Fund, during the period for which the amount of pension claimed in this bill is due."

In the case of a pensioner permitted to draw pension after re-employment, this certificate should be modified according to the facts. [Article 953 (b), C. S. R.]

Note 6.—Where the determination of a pension cannot be fixed for a precise date, the pensioner's receipt must be accompanied by a certificate that the event (whatever it is) which determines the pension has not happened. [C. A. C., Chapter 19, Article 346 (3).]

A declaration in the following form should be obtained half-yearly from female pensioners whose pension is terminable by their marriage, and should be attached to the bills for pension for December and June:—

"I hereby declare that I am not married and that I have not been married during the past half-year.

Widow }	of the late
Daughter	

"We certify to the best of our knowledge and belief that the above declaration is correct."

(To be signed by two responsible officers or well-known persons.) [C. A. C., Chapter 19, Article 346 (4).]

Note 7.—The disbursing officer is personally responsible for any payment wrongly made. In case of doubt he should consult the Accountant General. [Article 947 (b) (2), C. S. R.]

Note 8.—In cases in which political pensioners do not appear in person to receive payment of their pensions, if the disbursing officer entertains any doubt which he has no convenient means of removing, he should refer the case to Government through his immediate superior for orders. Payment of the pension, however, should not be suspended pending the result of such reference. [C. A. C., Chapter 19, Article 346 (2).]

Note 9.—If the disbursing officer entertains any doubt as to the identity of a police pensioner, he may require the local Inspector of Police to identify the pensioner. The Inspector would then be responsible for the correct identification of the pensioner. [Article 945, C. S. R.]

Note 10.—When a pension is granted to several persons jointly, it may not be drawn on the appearance of one claimant only, and payment of his reputed share made, the balance being placed in deposit. [C. A. C., Chapter 15, Article 247 (a) (2).]

Note 11.—A pensioner not resident in India may draw his pension at any Treasury in India though a duly authorized Agent, who must either produce a Life Certificate signed by a Magistrate, a Notary, a Banker, or a Minister of Religion, on each occasion, or execute a bond to refund overpayments and must produce a Life Certificate at least once a year. The pension of such an officer should not be paid on account of more than a year after the date of the Life Certificate last received. [Article 949 (a) and (b), C. S. R.]

Regarding Arrear Payments.

Service Pensions.

338. I. A pension should, under no circumstances, be paid for the first time in arrears for more than six months from the date of the order sanctioning it, without special orders of the Local Government. [Article 943 (3), C. S. R.]

The power of sanctioning the payment for the first time of pensions in arrears for more than six months has been delegated by Government to the Divisional Commissioners, the Commissioner in Sind, and the Inspector-General of Police, in cases where the grant of such pensions has been sanctioned by these Officers under the provisions of Articles 919 and 921 of the Civil Service Regulations (Government Resolution, Financial Department, No. 1902, dated the 5th June 1895), (No. 109, dated 15th July 1901.)

II. If a pension remains undrawn for more than six months, the Pension Payment Order must be returned to the Accountant General, and the pension ceases to be payable. If the pensioner afterwards appears, the disbursing officer may reclaim the Pension Payment Order and renew his payments; but the arrears cannot be paid without the orders of the Accountant General. [Articles 956 and 957, C. S. R.]

III. On the death of a pensioner payment of any arrears actually due may be made to his legal heirs, provided that they apply within six months from his death; it cannot be paid thereafter without the sanction of the Local Government. [Article 959 (a).]

339. Whenever doubt exists in regard to a Life Certificate submitted under Article 949 of the Civil Service Regulations by a pensioner residing out of India and drawing pension in India, the Treasury Officer is justified in asking the pensioner to furnish such evidence as will satisfy him that the signature to the Certificate is authentic.

In such cases it would be well to ascertain, if possible, why the pension is drawn in India. [G.I., F. D., No. 521, dated 31st January 1888.]

Political Pensions.

340. Rules for the payment of Political pensions in arrears will be found at page 1022 of the *Bombay Government Gazette* dated 25th December 1879. The Treasury Officer should be careful to make percentage deductions in cases where the rules require them.

Annual Statements of Lapses of Pensions and Cash Allowances and of New Pensions and Cash Allowances.

341. The Annual Statements of Lapses of Pensions and Cash Allowances and of New Pensions and allowances, should show the Imperial charges separately. The forms for these statements can be obtained on indent from the Superintendent, Government Central Press, Bombay.

Payment of Military Pensioners at Treasuries.

342. A copy of Circular No. 158, dated 12th June 1890, issued by the Controller of Military Accounts with the several forms referred to therein, has

been forwarded to Treasury Officers, and arrangements should be made for the payment of Military pensioners in the manner detailed in the Circular. Special care should be taken to treat the pensioners with all possible consideration, as old soldiers, some of them of rank. Treasury Officers will doubtless issue instructions, which will secure this result, and will also prevent the occurrence, when the pensioners present themselves for payment, of any delays or difficulties, such as requiring the pensioners to go to different parts of the Treasury building during the process of obtaining payment.

343. Monthly pensioners should be paid on the dates on which they apply for payment. Quarterly pensioners should be paid on a day previously arranged on which they are to appear. This date should, however, be fixed with due reference to the convenience of the pensioners, and if any pensioner appears on a different day from that fixed, payment should not on that account be refused. It will be noticed that in the case of the Native Army pensioners and pensioned regimental followers, etc., referred to in paragraphs 14 and 17 of the Controller's Circular, no forms of bills have been prescribed. In these cases the amounts when paid should be entered in the schedules of payment forms, M. A. F. Nos. 418 and 421. The acquittances of all the pensioners should be taken in the column headed "Pensioners' Acquittances for sums received, etc." Receipts for pensions of non-commissioned officers and soldiers of His Majesty's Army or Indian Army are exempt from stamp duty.

344. To secure uniformity of practice in regard to the payment by Civil officers of pensions to Military pensioners at the Treasuries in the Bombay Presidency, the procedure laid down in paragraphs 74 to 80 of Circular No. 29, dated 20th March 1884, of the Military Account Department (copy of which is printed below), should be strictly observed.

Special attention is invited to paragraph 78, the instructions in which should be most carefully followed. In no case should these unpaid balances be remitted by means of R. T. Receipts to the Paymaster.

Any pensioners who fail to present themselves by the end of the month in which the acquittance roll and cheque are received from the Military Paymaster, will have to wait for their stipends until the next quarterly payments become due.

*Extract from Circular No. 29, dated 20th March 1884, of the
Military Account Department..*

Payments by Civil and Staff Officers.

74. When from any cause, such as during the monsoon, payment of pensions cannot be conducted by the Pension Paymaster, it will be arranged through the Civil or Staff Military Officers of Government in the following manner.

75. On the first working day of the months of January, April, July and October, the Paymaster will despatch to the Civil or other officer an acquittance roll in duplicate (Bombay Form A 429) containing the register number, name, and rate of pension to which each pensioner is entitled, and a cheque for the total amount of pensions to be paid (*see* paragraph 79).

76. With their remittances, Paymasters will send to the Civil or other officers the extracts from cheque registers and parchment certificates for new pensioners. The officers will make any necessary corrections in these extracts—*vide* paragraph 71,* and in such cases return them to the Paymaster to enable him to correct his register therefrom, after which they will be returned for record in the Civil or Staff office.

77. The Military, Treasury, or Civil Officer on receipt of the roll and cheque will disburse the amount to the pensioners, as they present themselves, requiring each individual to sign his name, or attach his mark, to the acquittance roll; stamped receipts are required for each monthly payment over Rs. 20 in value. One copy of the roll when completed will be returned to the Paymaster.

78. Should the whole amount received by the officer not have been disbursed by the last day of the month, in which he receives the cheque, he will on that day transfer any unpaid balance to the Treasury, and return one copy of the roll (Bombay Form A 249) to the Paymaster, accompanied by the Treasury receipt.

79. The paying officer is held responsible that no payment is made to a pensioner except on the personal presentation of the prescribed parchment certificate, and he is bound to complete the certificate at foot of each form of acquittance roll, before sending it to the Paymaster. The rules regarding the identification of pensioners by Paymasters before paying them are equally applicable to all officers making such payments.

80. New pensioners when appearing before paying officers for the first time will make over to them the last-pay or other certificates received from their commanding officers; these will at once be forwarded to the Pension Paymaster.

Supply of a Blank Form of Pension Bill to Military Pensioners.

345. Under instructions from the Comptroller General, Calcutta, a Military pensioner should, when paid from the Treasury, be supplied with a blank form of pension bill to be used for the next claim.

The necessary form will be supplied by the Controller of Military Accounts on application.

*Paragraph 71.—On a pensioner appearing before the paying officer for the first time to draw his stipend, the description recorded in the register will be carefully compared with the person of the claimant, and the officer will enter, in the column of remarks, any further information which may come under his observation, satisfying himself at the same time that the other entries as regards the pensioner's residence, next of kin, etc., are correct. Especially should the particulars in the column "description" and "indelible marks" be so corrected or added to if possible. The parchment certificate will then be delivered to the pensioner, who will have explained to him his registered number on the pension establishment; he should also be informed of the date on which he is next to present himself for payment.